





Public Assistance Applicant's Briefing

Alabama Emergency Management Agency



Disaster Information

3389-EM-AL

Declaration Date

09/11/2017

Incident Period

09/08/2017 - 09/14/2017



Public Assistance

Supplemental financial assistance to State and local governments and certain private non-profit organizations for response and recovery activities required as a result of a declared disaster.

Funding is cost shared at a federal share of no less than 75% of eligible costs.



The P.A. Program is a Partnership

- **FEMA** – manages the program, provides technical assistance, approves grants;
- **State** – educates applicants, works with FEMA to manage the program, implements and monitors grants awarded;
- **Local** – identifies damage, provides documentation, manages funded projects.



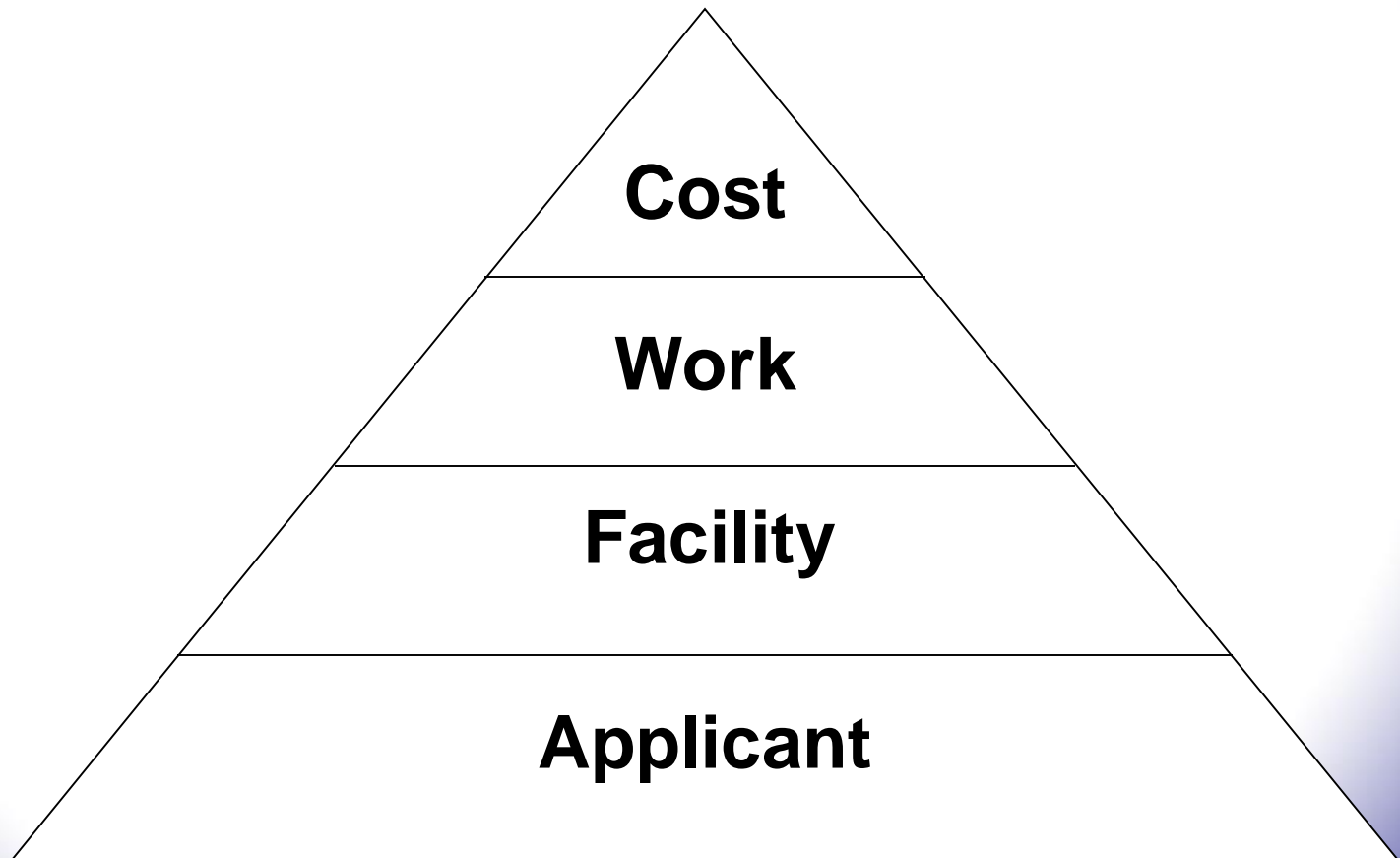


P.A. Program Staff

- **Public Assistance Officer (PAO)** – responsible for the entire P.A. Program.
- **Project Officer (PO)** – assists the applicant with the writing of project worksheets.



Factors of Eligibility





Eligible Applicants

- State Agencies
- Counties
- Cities / Towns / Villages
- Other State Political Subdivisions, i.e. B.O.E.
- Native American Tribes or Tribal Organizations
- Certain Private Non-Profit Organizations
 - Table 1 page 13 of the PAPPG April 2017
 - Page 11-15 of the PAPPG April 2017 version



Applicants (Terminology)

- **Recipient** – a State or Tribal Government that is responsible for administering P.A. grants.
- **Sub-recipient** – an eligible applicant that receives P.A. funding.



Facility and Work Eligibility Requirements

- Must be damaged as a result of a declared event.
(If temporary emergency repairs were made)
- Located within an area declared by the President.
- The legal responsibility of an eligible Applicant and in active use at the time of the disaster.
- Not under the authority of another federal agency.



Category B – Emergency Protective Measures

- Actions taken by Applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved property. Includes:
 - Search and rescue
 - Warning devices (such as barricades)
 - EOC activation



Sheltering

- Per 44 CFR 206.222, eligible applicants for the PA program are State and Local governments, certain Private non-profit organizations or institutions which own or operate a private nonprofit facility as defined by 44 CFR 205.221(e) and Indian tribes or authorized tribal organizations.
- Churches are **not** eligible applicants for PA funding. If the local government had a written agreement in place with a church PRIOR to the event, the local government may request reimbursement of eligible costs for shelter operations. Eligible costs are those that are eligible under the PA program **AND** specified in the agreement. If a church opened a shelter on its own accord or at the request of a local government with no written agreement in place prior to the event, the costs are ineligible to be reimbursed under the PA program.



Debris Exception

Emergency Work (Only)

- B. Emergency Protective Measures
Only debris cut and toss only.



Rental vs. Purchase

- Eligible rental cost of equipment is reimbursable
- Purchased equipment and supplies over an aggregate total of \$5,000.00 can be reimbursed for:
 - Actual documented hours of use
 - or
 - Depreciated value if hours are not documented



Eligible Costs

Must:

- Be reasonable to accomplish the eligible work
- Comply with federal, state, and local laws and regulations
- Include deductions of insurance proceeds, salvage value, and purchase discounts.



Eligible Direct Costs

- Salaries, wages and fringe benefits - **for emergency work (Cat. B), only overtime (including fringe benefits) is eligible for Force Account Labor**
- Materials
- Applicant owned equipment
- Contract costs



Types of Projects

- Small Projects (\$3,100.00-\$123,100.00)
- Large Projects (Over \$123,100.00)



Small Projects

- Cost is less than \$123,100.00
- Funding is based on work completed (if available) or initial cost estimate.
- Federal cost share is paid upon project approval.
- Cost of the work must be at least \$3,100.00 to be considered eligible work



Large Projects

- Cost is at or above \$123,100
- Usually approved based on estimated costs.
- Funding is based on documented actual costs.
- Federal cost share is paid as work is accomplished.

Note: Any costs above what is approved on the PW must be authorized by the State.



**All large projects are
subject to a final
State/FEMA review.**



Project Completion Deadlines

Time limits for all projects begin the date of the disaster declaration

- **Emergency work – 6 months**



Project Completion Extensions

- Emergency work-----Up to 6 months

The Regional Director may increase these time extensions on a case-by-case basis.

NOTE: If the deadline for any project is reached, no work past that date will be funded!



Special Considerations

Issues other than program eligibility that could affect the scope of work and funding of a project.



Special Considerations

Hazard Mitigation

Environmental Requirements

**Historic Preservation &
Cultural Resources**

Special Flood Hazard Areas

Insurance Requirements



Environmental Protection

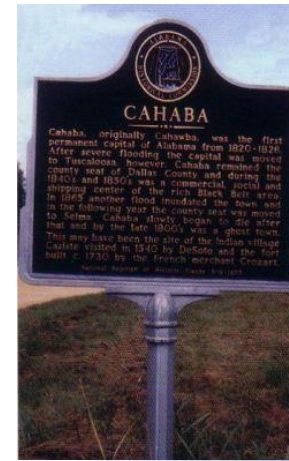
- Ensures that all practical means are used to protect, restore, and enhance the environment.
- Work initiated prior to the completion of the FEMA Environmental and Historic Preservation (EHP) Review could jeopardize funding.





Historic Preservation and Cultural Resources

- Property eligible for listing on the National Register of Historic Places requires special consideration under the National Historic Preservation Act.
- If a known historic site is damaged, please bring documentation to the kick-off meeting.





Floodplain Management

- Any project within or affecting the floodplain must be reviewed to ensure that it meets the requirements of the Executive Orders on Floodplain Management and the Protection of Wetlands.





Insurance

1. Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured.
2. All applicants are required to obtain and maintain insurance coverage on all insurable facilities, as a condition of Public Assistance funding.
3. For flood damaged facilities located within a Special Flood Hazard Area that are not covered by flood insurance, FEDERAL ASSISTANCE WILL BE REDUCED BY THE MAXIMUM FLOOD INSURANCE PROCEEDS THAT WOULD HAVE BEEN PAYABLE HAD THE FACILITY BEEN INSURED.
4. If at all possible, please bring all insurance documentation to the kick-off meeting with your PO.



Contracts

- Federal Requirements in the Procurement Process Regarding Minorities, Women, and Small Businesses
- Go to <https://grants.Alabama.ema.gov>
 - Letter with requirements
 - Helpful links for finding
 - Others help is out there



PDAT

- Procurement Disaster Assistance Team (PDAT)
 - Summary on our website
 - Required for all PA funding



Obtaining A Public Assistance Program Grant



Steps to Getting Assistance

- Applicant must submit a Request for Public Assistance (RPA) within 30 days of the designation of a declared disaster area



Request for Public Assistance (RPA)

- Applicant's official notification to FEMA of intent to apply for P.A.
- Identifies the Applicant (including name and address), and the Primary and Secondary contacts for the Applicant.

Use grants.ema.alabama.gov to submit your RPA within 30 days of the disaster declaration for your county.



How to Submit your RPA

- Go to grants.ema.alabama.gov Click on the link “register for access”

A screenshot of the AlabamaPA.org website. The header includes the site name "AlabamaPA.org" and a navigation menu with links: Home, Open Grants, Contacts, Program Overview, Recovery Planning, and Resources. The main content area has a dark blue background. On the left, there is the Alabama Emergency Management Agency logo and the text "Alabama Public Assistance". Below this, a paragraph states: "AlabamaPA.org manages the Public Assistance (PA) grant in Alabama. The system manages the PA process from application through closeout." On the right, under the heading "Returning User Login:", there are input fields for "Email:" (containing "cnewton") and "Password:". Below these is a checkbox labeled "Remember Me". At the bottom of the login section are two buttons: "Sign In" and "Forgot Login? Register for Access". The "Forgot Login? Register for Access" button is circled in yellow. The footer is divided into three columns: "About", "News Releases", and "Contact". The "About" column describes the site's purpose. The "News Releases" column lists two items: "Sep 24, 2012 - DUNS Number Requirement" and "Jun 21, 2012 - Public Officials Briefing Information". The "Contact" column provides the address, P.O. Drawer 2160, Attn: Public Assistance, Clanton, AL 35046-2160.



How to Submit your RPA

- Fill out the required information and click “register”

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Phone - Fax:

Phone - Cell:

Organization:

County:

Reason:



How to Submit your RPA

- AEMA will review your access request.
- After approval you will then receive login credentials via email
- After you login, you will see the below listed screen.
- Select the shortcut indicated below for the next step in RPA submission

My Home

Quick Start Guides?

Welcome to the updated AlabamaPA.org! For an introduction to the system, see the help guide available in the top-right corner of the screen.

Accounts


Quick Search: 1 results

Grant #	Grant Name	Applicant Name	Proj Count	Closed Date
1605	Hurricane Katrina	Applicant Name	23	

My Inbox Summary

Inbox - 0
Drafts - 0

Applicant You Represent

Applicant Name 

Resources

- Contacts
- Program Overview
- Recovery Planning
- Resources
- News Archive



How to Submit your RPA

- Fill out the required information and select “Create”
- This officially submits your RPA to AEMA for approval

A screenshot of a web application for submitting a Request for Proposal (RPA). The interface has a top bar with a "Create" button (highlighted with a yellow circle) and a "Cancel" button. Below this is a sidebar with a "Form" tab. The main content area contains several form fields: "Grant:" with a dropdown menu showing "Select One"; "Applicant:" with a text field for "Applicant Name" and an "[Edit]" link; "Primary Contact:" with a dropdown menu showing "Select One"; "Alternate Contact:" with a dropdown menu showing "Select One"; "Authorized Contact:" with a dropdown menu showing "Select One"; "Legislative District of Projects:" with a text input field; and "Congressional District of Projects:" with a text input field.



Kick Off Meetings

- Applicant must attend a kick-off meeting with their assigned PO and submit damage description to FEMA within 60 days of this meeting.



Kick-off Meeting

- Typically scheduled within one week of FEMA's approval of an applicant's RPA
- Provides an opportunity for the Public Assistance Project Officer to meet with the applicant to determine disaster-related damage, eligibility, and documentation requirements.
- If possible, bring all insurance and EHP information



Project Worksheet (PW)

- Form used to document the scope of work and cost estimate for a project.
- Supplies FEMA with the information necessary to approve the scope of work and fund the project.



Life of a Project Worksheet

1. Applicant provides list of damages to the PO at the Kick-off meeting.
2. Eligibility of damage is determined.
3. Special considerations are discussed.
4. Appropriate documentation is provided by the Applicant and reviewed.
5. The PW is written by the Project Officer and submitted to the JFO.
6. The PW is reviewed by the State and FEMA for approval.



Life of a Project Worksheet (cont.)

7. Funds are “obligated” by FEMA to the State based on the approved PW.
8. Funds are drawn by the State (Recipient) and paid to the Applicant (Sub-recipient) based on approved actual or estimated costs (for small projects) or on documented actual costs (for large projects).



Life of a Project Worksheet (cont.)

9. When the project is complete, a final inspection and review of a large project is conducted.
10. The project is closed.
11. The applicant is closed for the disaster.
12. The State's cost share is paid to the Applicant.
13. Documentation is maintained by Applicant.



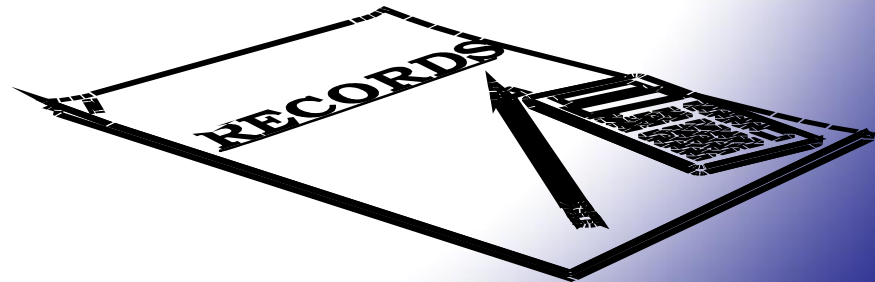
Administrative Costs

- Direct Administrative Cost
- Public Assistance Program and Policy Guide
April 2017
 - Direct administrative costs include costs that can be tracked, charged, and accounted for directly to a specific project, such as staff time to complete field inspection and preparation of a PW. Direct costs are limited to actual reasonable costs incurred for a specific project. Such costs will be considered project costs.



Record Keeping

- Applicants are required to maintain complete and accurate documentation, by project, for all disaster-related costs.
- Documentation must be maintained a **minimum of three years** after disaster close-out.





Appeals

Any determination related to Federal assistance may be appealed.

The appeal must be submitted in writing to the State (Recipient) within **60 days** of receipt of notice of the action being appealed.

- State has **60 days** from receipt of appeal letter to forward it to FEMA
- FEMA has **90 days** to render a decision.

Two levels of appeal are available: 1) to the **Regional Director** and 2) to the **Executive Associate Director**.



Public Assistance Summary

- The Public Assistance Program assists in the restoration of community infrastructure.
- It is a supplemental cost reimbursement program with specific eligibility requirements.
- The FEMA share of eligible costs will be awarded to the State for disbursement to the applicant.



NEED INFORMATION?

Grants.ema.alabama.gov



PA Program Points of Contact

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Address

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Attn: Public Assistance

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